

S-E-C-R-E-T

19 September 1957

MEMORANDUM FOR: Director of Training

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FROM : Acting Chief, Plans and Policy Staff

SUBJECT : Weekly Activities

A. COMPLETED PROJECTS

1. CS FY 58 Programs

The study pertaining to FY 58 programs of the Clandestine Services was completed and submitted to DC/FI-DD/P. Authority was obtained to use this study within OTR on the condition that approval also be obtained from DC/CI-DD/P.

2. CSI 230-90

CSI 230-90, Subject: Support Planning (Proposed), was reviewed and comments submitted to the SPA-DD/S.

3. Articles for the DD/S Support Bulletin

Articles were prepared for the DD/S Support Bulletin, one dealing with career opportunities in OTR, and articles dealing with the 100-slot overseas language training program and the Headquarters after-hours language training program.

4. Employee Suggestions

Comments were submitted to the Incentive Awards Committee on four suggestions received by this office.

B. NEW PROJECTS

1. UW Orientation for Geographic Researchers

The informal request from Geographic Research, OTR, for such a course was discussed as to content outline and need for such

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**SUBJECT: Weekly Activities Report #38**

training with the Chief, GR/ORR and the Chief, TAB/PPC. Additional discussions will be held between those two offices to define the training requirements, if any, more precisely before there is further contact with CTR.

**C. MEETINGS ATTENDED**

**1. Language and Area Program for MAG Personnel**

A meeting was held with representatives of the Military Aid Group, Department of Defense, to discuss ways and means of providing adequate language and area instruction for military personnel with projected assignments in the Middle East. A memorandum for the record, covering this subject in more detail, has been prepared.

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**D. PERSONAL NOTES**

1. [ ] Chief, Plans and Policy Staff, has begun a period of formal training in preparation for a rotational assignment.

2. [ ] has joined the Plans and Policy Staff and it is with pleasure that we welcome him to his new assignment.

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